Creating an FFVP Claim
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Creating an FFVP Claim

This document will provide step-by-step instructions on creating an FFVP claim.

1. From the Navigation Menu click School Nutrition > Invoices > Manage Invoices.

2. The Grants page appears. On the Search Grants page, click the Grant drop-down arrow.
3. Select a Grant from the list. Grants Period and Request Funds for Period fields populates.

4. Click the Request Funds for Period drop-down arrow.

5. A list of Funds for Period displays. Select a period.

6. Click the Add button.
7. The Invoice page appears. Click the Select a School drop-down arrow. **Note:** Funds are allocated to each school that was awarded FFVP funds for a particular grant and period.

8. **Select a school** from the drop-down list.

9. Enter the Operating Days. **Note:** This is a required field.
10. Enter the Justification. **Note:** This is not a required field.
11. Click the Save button.

12. Complete the Invoice Entry section. Enter the Invoice Number, Vendor Name, Invoice Date, Invoice Amount, Paid from other Sources (if applicable), the Amount Requested (auto generates in the field), Comments (not required) and select a Reimbursement Type (for operating claims: Fruit & Vegetable, Small Supply, Labor; for administrative claims: Labor, Large Equipment, Other). **Note:** If operating labor is more than 20% of total operating expenses, enter the surplus amount in the Paid From Other Sources field.
13. After entering the required information, click the Add button. The Invoice appears in the Invoice List section.

14. Click the Attachment icon. Note: It is required to add an attachment to a claim. Combine all documentation in one attached file for each SFA. All Administrative Claim documents should be attached to the Administrative Claim, and Operating Claim documents should be attached to the Operating Claim. The Attachment page appears.
15. Click the **Choose File** button. Windows File Explorer opens.

17. Click the **Open** button. Windows Explorer closes. The attachment appears beside the **Choose File** button.

18. Click the **Upload** button. A message appears at the top of the page, "File Upload Successful." The file appears in the Attachment List section.
19. Click the **Green Arrow** to download the file.

20. Click the **Red X** to delete the file.

21. Click the **Invoice** tab. The Invoice page appears. **Note:** Notice the red box around the attachment icon is gone, indicating there is an attached file.

22. Click the **Submit** button. The Status changes to **Ready for submission by Submitter**.
23. The **Preparer** and **Submitter** will receive an email informing there is a payment request pending.

![Email notification](image)
Submitting the Claim

1. The submitter will access the Grants page. The Status displays “Ready for submission by Submitter.” Click the Edit icon. The Invoice page appears.

2. Review the information and click the Submit button if the claim is complete.

3. The Certification box appears. Read the content, then check the box and click the Certify button to complete the submission process. The Status changes to “Ready for review by Program Manager.” At this point, the State Agency will be able to review the claim.
4. The Program Manager at the State Agency will receive an email for approval.

Submitter has submitted the following payment request:
System: 663 - Glynn County
Program: 020 - FFVP-Out-HomeEating
Fund Months: Nov 1 2018 12:00AM
Fund Year: 2019
Comments:
You can review and submit to Grants Accountant Reviewer.
You can reject the request to the preparer.
Revising a Claim

1. The Program Manager at the State Agency may determine that the claim needs additional information. When this happens, the Program Manager will click the Revise button. The Revise Comments box appears.

2. The Program Manager will enter comments, then click the Revise button. The status changes to Revision Requested, and notice the Revise button changes to Submit.
3. The SFA will receive an email informing that the claim was rejected and why. Make the required changes and resubmit.

Commented [DO1]: We often refer to this as preparing and submitting a claim for reimbursement.

Commented [MT2R1]: I thought that was odd, too. I'm going to update the "table of contents" and other references so that it speaks to claims, not invoices. Will do so for the other guide from IT, as well. Thanks!